

2017 – 2018 Broker Training Payment Process

As part of the Exchange's ongoing effort to provide certified producers with better service and additional earning opportunities, we are introducing several new services available to you beginning with the 2018 Open Enrollment Period.

In order to expand the Broker program, starting the summer/fall of 2017, there will be a nominal fee of \$35 for your annual re-certification. All fees will be reinvested into the producer program to provide additional services.

These additional services include but are not limited to:

- Marketing collateral, signage and other collateral materials
- In-person training opportunities
- Support to broker storefronts during OE
- CE credits for in-person certification
- Additional report capabilities
 - Book of Business Report
 - Conditional Eligibility Verification Report
 - Aging into Medicare Report
 - Aging off Parent QHP
 - Aging out of Medicaid
- Additional dedicated support for producers in the field
- Broker tool kits
- Co-Op marketing dollars available for print, radio and digital mediums
- Dedicated producer support staff to assist with specific enrollment related issues
- Additional training support for brokers
- Pilot Zendesk program

We are very excited to introduce these new services to you. It is our hope that these services are a value-added benefit and that your business grows as you participate with the Exchange.

How Do I Register and Pay?

Please follow the payment steps listed below for either re-certification or new producers that need to create an account.

Re-certifying Producers (*Producers who currently have a Washington Healthplanfinder account*)

Step one Registration – Log into your [Partner Sign In page](#) and click on Training and Webinars. Click on the re-certification class you would like to attend. For in-person training, you will be routed to Eventbrite to register. You will receive an order confirmation email that includes event tickets and the URL to submit payment. For webinar training, you will be routed to GoToWebinar to register. You will receive a registration confirmation email with webinar details and the URL to submit payment.

Step two Payment – After you have completed registration, you must submit your payment. The payment link will be available on the confirmation email. The link will also be available on the Registration and Certification page or the Training and Webinars page accessed via your [Partner Sign In page](#). Click on the payment link to make your required \$35 payment. Make sure you only pay once. After your payment is complete, please print a copy of your receipt for your records. **By clicking on the payment link, you will be redirected to a third party payment site. WAHBE is not responsible for any content on this site.** All major credit and debit cards are accepted. All payments are final – no refunds will be issued. *Please note: Your producer account will not be re-certified unless payment is received.*

New to the Exchange (*Producers who do not currently have a Washington Healthplanfinder account*)

Step one Registration –To find new broker training opportunities, click on the [Insurance Brokers page](#). Click on the class you would like to attend. You will be routed to GoToWebinar to register. You will receive a registration confirmation email with webinar details and the URL to submit payment.

Step two Payment - After you have completed registration, you must submit your payment. The payment link will be available on the confirmation email. If you would like to pay after you attend training, you will have log in access to pay via the Registration and Certification page or the Training and Webinars page on your [Partner Sign In page](#). Click on the payment link to make your required \$35 payment. Make sure you only pay once. After your payment is complete, please print a copy of your receipt for your records. **By clicking on the payment link, you will be redirected to a third party payment site. WAHBE is not responsible for any content on this site.** All major credit and debit cards are accepted. All payments are final – no refunds will be issued. *Please note: Your producer account will not be created until payment is received and the minimum attendance requirement has been met.*

The payment URL will be listed in the following places:

- For in-person registration: URL will be available in the location section in the order confirmation email
- For webinars: URL will be listed in the registration confirmation email
- On the [Insurance Brokers page](#)
- On the Registration and Certification and Training and Webinars pages accessed via your [Partner Sign In page](#)